To,

The

PROJECT DIRECTOR

D-43/I,Shahra-e-Ghalib Lane3,

Block-2,Clifton,

Karachi

Respected Sir,

- SUBJECT: OFFICE ASSISTENT

I am writing to apply for the above position,i saw advertised on LINKEDIN ,i have a copy of my CV and would be grate full if you would consider my application,

I am extramely intreated in the above position as i enjoy working with people and have previous experience of working in a ACCOUNTS / CASH HANDLING./BOOK KEEPING and OFICE MANAGEMENT

I am highly numerate,Computer litrate and am able to learn and adapt quickly to new tasks.

In This Time I'm working with Zubaida's as a senior FINANCE EXECUTIVE

Thank you for consider my application. I would be grateful for the oppertunity to discuss the position further.

Your's Sincerely,

Azra jamal

03-01-23

RESUME

AZRA JAMAL

L-584, Sec 4-B, Surjani Town
Karachi.Mob:0331-2872809
0315-2832140/0321-2578931

OBJECTIVE

To develop future planning in the depth of organization terms and polices and beyond to develop career for long life and healthy working and relevant field. To organize schedule as per conditions, working in professional environment where growth leading ahead career.

PROFESSIONAL EXPERIENCE

1. 9 yrs IN MEKTUM HOMOEO PHARMA as a Factory Incharge
   I was responsible of factory **Administration,** Accounts, Store Daily Production as well as deal with customers

2. 2 yrs IN KONICA OFFICE AUTOMATION
   As a office secretary , Accounts and sale and marketing

3. 3 yrs SUGHRA HOMOEOPATHIC COLLEGE
   As a Admin Manager & Acounts

4. 5 years IN ZUBAIDA:S (till ate)
   As a finance executive & Administration

5 3yrs IN MEKTUM HOMOEO PHARMA
As a Factory Manager

6 5 yrs IN ZUBAIDA'S (Till date) as an Accounts Manager

ACADEMIC QUALIFICATION

MATRICULATION	IN 1992
INTERMEDIATE	IN 1994
B.COM (part I)	IN 1996
B.A	IN 2007
D.H.M.S	IN 2008

COMPUTER SKILL

1 M/S OFFICE
2 INPAGE
3 FOXPRO
4 SOFTWARE (ERP)
5 PRINTER
6 PHOTO COPIER
7 PABX
8 INTERNET
9 BOOK KEEPING

PERSONAL INFORMATION

FATHER'S NAME	*M.ASIM*
DOMICILE/PRC	*KARACHI (SINDH)*
STATUS	*MARRIED*
RELIGION	*ISLAM*
NATIONALITY	*PAKISTAN*

BOARD OF SECONDARY EDUCATION KARACHI

STATEMENT OF MARKS
S.S.C. EXAMINATION
(FOR SUCCESSFUL CANDIDATES ONLY)

ROL NUMBER 292460

EXAMINATION ANNUAL 1991

GROUP GENERAL

NAME AZRA JAMAL

FATHER'S NAME MUHAMMAD ASIR

SCHOOL/PRIVATE <<< P R I V A T E >>>

SUBJECTS		MARKS	SUBJECTS	MARKS
COMPONENT I			COMPONENT II	
SINDHI SALEES URDU NORMAL	31 57	088 /150	GENERAL SCIENCE	047 /
ENGLISH (COMP) PAPER I ENGLISH (COMP) PAPER II	32 29	061 /150	GENERAL MATHEMATICS	043
PAKISTAN STUDIES		61 /75	CIVIC CITIZ	07
ISLAMIAT		63 /75	ISLAMIC STUDIES	07

GRAND TOTAL: 506 OUT OF 850 MARKS

GRADE: C

GRADE IN COMPONENT
AWARDED BY THE SCHOOL IN
XXXXXXXXXXXXXX

GRADE: XXXX

DATED 28-08-91

CONTROLLER OF EXAMINATIONS

For Important Notes Please

DUPLICATE

Sl. No.
F-05361/04

Board of Secondary Education, Karachi

Roll No.
292960

Secondary School Certificate Examination, 1991

GENERAL GROUP

Certified that AZRA JAMAL

~~Son~~/Daughter of MUHAMMAD ASIM

whose date of birth is TWENTY SECOND DAY OF NOVEMBER,

one thousand nine hundred SIXTY THREE has duly passed

the Secondary School Certificate Examination held in the

month of MAY 1991 as AN EXTERNAL Candidate

in the subjects mentioned below and has been placed in

GRADE C

COMPONENT I

SINDHI SALEES
URDU
ENGLISH
PAKISTAN STUDIES
ISLAMIAT

COMPONENT II

GENERAL SCIENCE
MATHEMATICS
CIVICS ELECTIVE
ISLAMIC STUDIES

COMPONENT III

He/She offered XXXXXXXXXX

as Vocational Subject and has been awarded grade XX

by his/her Institution on the basis of Internal Assessment

DATED 27th MAY, 2004.

(SHAFIULLAH)
SECRETARY

Note: This certificate is issued without alteration or erasure.
Please also see on the reverse.

بسم الله الرحمن الرحيم

LYARI FOUNDATION

Humanity ★★ Service ★★ LYARI FOUNDATION

NAYABAD, DARYABAD,
KARACHI

Certificate No. 08

Dated 20th May 1993.

Academic Session
19 92/19 93.

Certificate
of
★ Merit/Honour ★

This Certificate is awarded to Mr./Miss/~~Mrs.~~/Master AZRA JAMAL

TEACHER of NIZAM MEMORIAL CHILD CARE CENTRE for GOOD PERFORMANCE

DURING THE ACADEMIC SESSION 1992-93.

Head Mistress/Incharge
N.M.A./S.A./I.C.P./N.M.C.C.C.

(Chief Guest)

(M. ASHRAF ALI NAZ)
Chairman.
Lyari Foundation.

Touching Your Heart

Konica

OFFICE AUTOMATION GROUP

(PAKISTAN)

AWARD 1998.
BEST STAFF MEMBER

MRS. AZRA JAMAL.
(KARACHI BRANCH)

We are pleased to announce that you have been declared the best staff member of OAG team in 1998.

We must confirm that this award is in recognition to your Hard efforts, Honesty, and sincerity in performing your Job responsibilities in 1998.

We congratulate you on this award and wish you good luck for 1999.

Thanking you.

TAHIR SAEED BUTT
CHIEF EXECUTIVE.

96.96 B017919 ROLL NO 27842

KARACHI

Higher Secondary Certificate 1994

This is to certify that Azra Jamal

Son/Daughter of Muhammad Asim

has successfully completed the HIGHER SECONDARY CERTIFICATE EXAMINATION of this Board in Humanities Group held in the month of May 1994 as a ~~Regular~~/Private Candidate in the subjects mentioned below and has been placed in C GRADE by securing 582 MARKS in the Aggregate of 1100/~~1200/200~~

(a) Compulsory Subjects:

1. Urdu — Normal I & II / ~~Easy I & II / N.M.T. / Sindhi~~ / ~~History and Culture of Pakistan~~ / ~~Pakistan Studies (For Foreigners)~~
2. English Normal / Affiliate
3. Islamic Education/Civics (c)
4. Pakistan Studies (c)

(b) Elective Subjects:

5. Civics
6. Islamic Studies
7. Islamic History

Karachi, Pakistan
Dated the 29th May 2004

ATTESTED
ZAIN-UL-ABIDEEN
(ABID) NAZIM
Secondary Board # 1
Karachi

SECRETARY

(This Certificate is issued without any alterations or erasing.)

بسم اللہ الرحمن الرحیم

Government of Pakistan
National Council for Homoeopathy

Final Examination - D.H.M.S

Seat No. 95022

Enrolment No. D/40-SU/KR/2004-05

It is Hereby Certified that Mr. /Miss. /Mrs. AZRA JAMAL Son / daughter of Mr. MUHAMMAD ASIM Student of SUGHRA MEMORIAL HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL KARACHI has duly passed the Final Examination of Diploma in Homoeopathic Medical System (D.H.M.S.) held in the month of JUNE 2008

Controller of Examinations

REGISTRAR

ISLAMABAD the 23 NOVEMBER, 2012

COMPUTER CHANNEL

INSTITUTE OF COMPUTER PROFESSIONALS

1-J, 35/1, Nazimabad # 1, Opp. Ahmed Marriage Hall, Karachi. Tel. # 623119

CERTIFICATION

This Document verifies that

AZRA JAMAL

son/daughter/wife of MUHAMMAD ASIM *has successfully completed the following courses in Computer Science with Academic Achievements highlighted as under :*

S. No.	SUBJECT	HRS.	MARKS
1	WINDOW'95	15	45
2	MS OFFICE	40	48

S. No.	SUBJECT	HRS.	MARKS

TOTAL
100

PERCENTAGE
93%

GRADE
A +

This Program is accrediated by the ***(Sindh Board of Technical Education)***

Cert. No. 021

Reg. No. 235780

Course Code. 10A

Date 12.06.1999.

Vice Principal

Principal

COMPUTER CHANNEL
1-J, 35, Nazimabad No.1
Karachi Tel. 623119

حکومت پاکستان

قومی شناختی کارڈ

42101-4001483-8

01/01/1960

Passing Marks = 33%
Passing Agg. = 36%

First Division = 60%
Second Division = 45%
Third Division = 36%

University of Karachi

B.A. SECOND YEAR ANNUAL EXAMINATION 2007
MARKS CERTIFICATE
(EXTERNAL CANDIDATE)

SEAT NUMBER: 813452
NAME: AZRA JAMAL
FATHER'S NAME: MUHAMMAD ASIM

REGISTRATION NO: 924/2003

SUBJECTS	Max/Min Marks	Marks Obtained	Remarks
URDU	100/33	66	
PAKISTAN STUDIES	100/33	66	
ECONOMICS	100/33	46	
ISLAMIC HISTORY	100/33	62	
ISLAMIC STUDIES (OPT)	100/33	65	

TOTAL OF SECOND YEAR :	500/180	305
TOTAL OF FIRST YEAR :	500/180	256
GRAND TOTAL:	1000/360	561

MARKS IN WORDS : Five Hundred Sixty-One

RESULT : PASSES

DIVISION : SECOND

REMARKS :

Date : 03/08/2008

CHECKED BY

CONTROLLER OF EXAMINATION

Note: Should any error in the Marks Certificate be made inadvertently, the University reserves the right to correct the same